

Minutes of an Extraordinary 'Virtual Meeting' of the Governing Body of the Federation of Kirkby Malzeard & St. Nicholas West Tanfield Church of England Primary Schools held via Video Conferencing on Thursday 24th September 2020 at 7.30. p.m.		
Present: Carolyn Brown (C.B.) Tracey Cole-Brownlee (T.C.B.) Gemma Pawson (G.P.) Lynda Reginer (L.R.) Andrea Spensley (A.S.) Sarah Taylor (EHT), Sarah Webster (S.W.)		
In attendance: Johanna Daniel (Clerking Service), Rebecca Wolfe		(7 +1)
Apologies	None.	
Minute No.		Action
PART A - PROCEDURAL		
GB 01/20	<u>Welcome</u> Governors were welcomed to the "Virtual" Full Governing Body Meeting at 7.30.p.m. G.P. led the meeting in prayer. T.C.B. reminded governors about the core functions: <ul style="list-style-type: none"> • Setting strategic direction. • Holding Headteacher to account for educational performance. • Ensuring financial health, probity and value for money. 	
GB 02/20	<u>Apologies for absence</u> None.	
GB 03/20	<u>Declarations of Interest / Determine Confidentiality</u> Governors were reminded of the importance of the rules around confidentiality. No declarations of interest The clerk was asked to look into declarations of hospitality.	Clerk
GB 04/20	<u>Urgent Other business</u> None	
GB 05/20	<u>To approve as a correct record the Minutes of the meeting of the Governing Body 16.07.2020.</u> It was raised that the previous minutes did not have the 'impact' stated. T.C.B. advised that they were not available due to the clerk handover. Governors received copies of the draft public minutes of 16.07.2020. prior to the meeting for consideration. The draft confidential minutes will be shared at the next physical meeting and were not considered for approval at this time. Resolved: That the public minutes of the meeting held on 16.07.2020 be signed by the Chair as a correct record. To consider actions arising from this meeting: Actions: <ul style="list-style-type: none"> • Completion of Annual Governance Statement This has been completed and has been made available. Clarification is needed if this needs to be formally agreed. This will be added to the FGB agenda for October. • Arrangements for the completion of the Annual Safeguarding Report to Governors. This has been completed and is ready for the next FGB. 	Clerk
GB 06/20	<u>Consideration of the terms of Office for the Chair and the Vice Chair</u> The Clerk invited governors to consider the terms of office and it was unanimously agreed that it would remain a one-year term for both Chair and Vice Chair. <u>Election of Chair</u> – The Clerk invited nominations for the office of Chair. Being duly nominated and seconded Tracy Cole-Brownlee was UNANIMOUSLY ELECTED , unopposed, as Chair for a term of one year . <u>Election of Vice Chair</u> The Chair invited nominations for the office of Vice-chair.	

	Being duly nominated and seconded Sarah Webster was UNANIMOUSLY ELECTED , unopposed, as Vice Chair for a term of one year .	
GB 07/20	<p>Consider and agree Annual Schedule of Meetings</p> <p>The GB agreed the dates for the upcoming year;</p> <ul style="list-style-type: none"> - 12th October 7pm - 11th November 7.30pm - December – no meeting - 12th January 7pm - 25th February 7pm - 22nd March 7pm - April – No meeting - May – No meeting - 8th June 7pm - 5th July 7pm <p>Dates will only be changed under exceptional circumstance. All meetings will be virtual until advised otherwise.</p> <p>There may be other exceptional meetings added into the schedule.</p> <p>Resolved: Dates and times were agreed by the G.B.</p>	
GB 08/20	<p>Consider and agree schedule for updating policies</p> <p>Policies will be reviewed throughout the year; different policies will be reviewed termly and a schedule is in place with details of when they are reviewed, and for how long they are valid until a review is needed. Policies will be communicated to the FGB in good time to give committee's etc chance to review beforehand.</p> <p>Resolved: The Chair thanked S.W. for all her hard work on this project. When the schools federated it was difficult to see any policy schedule in place, however this has now been implemented.</p>	
GB 09/20	<p>Review, consider and agree:</p> <p>a) Standing Orders</p> <p>This document provides the details of how the GB operate. Comments, recommendations and amendments;</p> <ul style="list-style-type: none"> • The G.B. previously agreed to change non-attendance to 3 months but the document says 6 months in some places. ACTION - Update section 14 • Confidential minutes cannot be currently seen by the GB. it was confirmed that the Chair and the Head teacher are receiving them at the moment and once the meetings are held in person these will be handed out. • The number of times the GB has to meet states 6, this needs to change to minimum of 8. ACTION - Update section 1 • The document refers to governor portal. The Chair confirmed that all the FGB documentation is uploaded to the Governor portal. Public minutes will be available on the school website. <p>b) Code of Conduct</p> <p>This a statutory document, the school have adopted the NGA Code of Conduct. No amendments were recorded. ACTION – Email to governors to sign and return</p> <p>c) G.B. Core Functions</p> <p>No amendments were recorded from the GB</p> <p>Resolved: the relevant documents will be emailed to the G.B.</p>	<p>Clerk</p> <p>Clerk</p>
GB 10/20	<p>Agree membership of Essential Committees and Terms of Reference:</p> <p>a) Staff Discipline</p> <ul style="list-style-type: none"> - Sarah Webster - Andrea Spensley - Linda Reginer <p>Resolved: Committee members confirmed they are happy to continue in this role</p> <p>b) Staff Discipline Appeals Committee</p> <p>This needs 3 governors but cannot be the Head Teacher, Staff or The Chair. Currently using Grewelthorpe as the GB has had vacancies.</p>	

	<p>Resolved: it was agreed to continue using Grewelthorpe until all governor vacancies are filled</p> <p>c) Pupil Discipline Committee</p> <ul style="list-style-type: none"> - Tracey Cole-Brownlee - Carolyn Brown - Sarah Webster <p>Resolved: Committee members confirmed they are happy to continue in this role</p> <p>d) School Complaints Panel</p> <ul style="list-style-type: none"> - Sarah Webster - Andrea Spensley - Linda Reginer <p>Resolved: Committee members confirmed they are happy to continue in this role</p> <p>e) The E.H.T. Performance Management Panel</p> <ul style="list-style-type: none"> - Sarah Webster - Andrea Spensley <p>It was raised that it would be beneficial to have 3 members on this committee. C.B. confirmed that she would like to join this committee.</p> <p>Resolved: Additional committee members added where needed and original members confirmed they are happy to continue in this role. There were no additional comments from the GB.</p>	
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PART 'B' – SCHOOL IMPROVEMENT & SAFEGUARDING

<p>GB 11/20</p>	<p>Questions and priorities arising from the E.H.T Report</p> <p>Numbers on Roll (NOR)</p> <p>2 children from SNWT have elected to be home-schooled, meaning that the NOR is now 30. This means that these students are no longer registered at school.</p> <p><i>Governor Question: Does the school have any responsibility for the children?</i></p> <p>Answer: No, the school does not have any responsibility for these children. However, if they chose to come back this may have an impact on the SAT's results. There are only 4 students in year 6 and 2 have now left.</p> <p><i>Governor Question: Can they re-register?</i></p> <p>Answer: Yes, this means that if they return to school before the SAT's without following the curriculum this could have a great impact on the results.</p> <p><i>Governor Question: Do they have to take SAT's at home?</i></p> <p>Answer: No, they don't have to do anything if not in school.</p> <p>Governor Comment: COVID has had influenced quite a lot of families across the country taking the decision to home school their children. The school is not alone in this situation.</p> <p>Staffing</p> <p>Interviews have taken place for GTA's. There were three very strong candidates successfully appointed to the posts. The positions are fixed term and supply due to movement and additional student requirements within the school. Each candidate has accepted their positions today.</p> <p><i>Governor Question: Can you confirm that everything is within budget?</i></p> <p>Answer: The KS2 post is replacing like for like. The GTA post at SNWT had to be put in place as this is to work with a child with specific needs. The post is needed to keep the child safe. However, the funding has been applied for and will be in place soon.</p>	
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S.T. advised that a finance meeting needs to be arranged. Due to COVID the school cannot currently cover the needs with the current staff members. As bubbles are in place these require more staff. All new positions are fixed term or supply as it is not yet clear if the school can sustain these positions but the schools needed the additional resources. The schools are currently fully staffed but are very stretched. Staff are not getting lunch breaks. However, the school is hoping that with the additional staff members this will reduce the burden.

Attendance

KM in 3 weeks, numbers of self-isolations are;
20 children
3 staff

SNWT in 3 weeks, numbers of self-isolations are;
5 children
1 staff

Moving forward, the schools need to think about attendance and gaps in learning and ensure how to run the bubbles safely, as they require 2 members of staff as 1 staff member is cleaning most of the day to conform with guidelines.

Governor Question: Where does the school stand in relation to attendance? Is this monitored externally?

Answer: We need to mark the codes very carefully and there is a separate register for COVID details such as the day they go off, the reason why they are self-isolating, when they are expected back, if they are symptomatic etc., and this is being monitored very carefully.

Governor Question: Does the attendance policy need to take this into account?

Answer: Yes, it needs to be amended

Governor Question: As staff are under so much pressure is there any merit in reducing it to 3 bubbles would it make it easier?

Answer: Staff are stretched at both schools. There are currently 4 bubbles at KM and 2 at SNWT. Each bubble has 2 members of staff. Students remain static and staff can cross bubbles as per guidelines. If staff cross over, they have to wear a visor and be at a 2- metre distance. It would not be wise to join any more children within the bubbles.

Governor Question: Would it be beneficial to meet with standards links about this?

Answer: Yes, the finance meeting will cover this and this is where we need to discuss this.

S.T. advise that there is £5k in the budget, however this will probably not cover the impact of COVID. The school has already spent £1.5k on opening the year 6 bubble during the summer term. There have been additional GTA hours and also 7 days of supply due to staff members having to be tested. This will need to be monitored as this will be quite a significant cost. The school may need to be creative in covering COVID absences for example using HLTA cover.

Buildings and maintenance

No questions

Health and safety

No questions

Safeguarding

No questions

	<p>CPD Governor Question: CPD was held on 1st September, has there been any or is there any training planned in relation to mental health for the staff and children? Answer: Yes, the COVID curriculum has allocated a lot of time in school for the children for nurture time. For example, there is 30 mins per day for reflection away from the curriculum. With regards to staff, there needs to be a strategy put into place for them. A team meeting took place last week to discuss what isn't working and what is working. A strategy needs to be implemented for staff to consider the barriers. CPD is not currently being considered however this needs to be.</p> <p>Updated risk assessment No questions</p> <p>Resolved: Governors thanked the E.H.T. for the all of the work that has been put into the return to school.</p>	
<p>GB 12/20</p>	<p>FGB Annual Self Review Everything in this section will continue to be reviewed throughout the year</p> <p>a) Consider and agree link governor structure and remits The Chair proposed to get in touch with governors individually to see which links governors would like to be a part of this year. No proposed amendments</p> <p>b) Consider and agree GB Delegation Planner This is important and has come about from NGA. This delegates responsibilities. No proposed amendments</p> <p>c) Consider NGA FGB review to ensure effective governance Proposed the NGA '20 questions that a governing body should ask'. These will also be emailed to governors for any feedback. No proposed amendments</p> <p>d) Consider NGA 360° Chair review to ensure effective governance It is recommended that a complete review of chair takes place. The chair proposed that the G.B. adopt the NGA template for the 360 review. S.W. confirmed that she is happy to receive the reviews and to feed this back to the Chair. No proposed amendments</p> <p>e) Consider, review and agree the federation's Vision This has just been received therefore there are no proposed changes. No proposed amendments</p> <p>f) Consider, review and agree FGB's objectives A proposal to add a 5th objective in relation to mental health and wellbeing staff and children. This will be sent to the GB via email to confirm and can be brought to the next FGB to clarify.</p> <p>g) Consider, review and agree link governors monitoring short term action plans (2020 – 2021) The Chair wanted to make the GB aware that these are here and they will be reviewed and amended. No proposed amendments (LR – left the room)</p> <p>h) Consider and agree induction booklet and process for new governors The draft document was received at the end of July. An amendment was noted to change the meetings to 8. Attendance section needs to be changed from 6 months to 3 in relation to 'non-attendance'. No other amendments</p> <p>Resolved: The FGB Annual Self Review will be ongoing throughout the year</p>	
<p>GB 13/20</p>	<p>Questions and priorities arising from Community Engagement monitoring report It was confirmed that A.S. & L.R. will be checking to see if website is compliant. A meeting will also take place with S.T. after October half term.</p>	

	Resolved: There were no questions in relation to this.	
GB 14/20	<p>Consider outcome of interview process for co-opted governor vacancies and proposal of co-opting 2 applicants by interview panel</p> <p>Interviews for the co-opted governors took place during the last week of summer. 3 candidates were offered the positions for the 3 vacancies. All candidates accepted however due to personal reasons and a change in circumstances, 1 candidate has withdrawn. Telephone references have been gained and are excellent.</p> <p>The candidates are;</p> <ul style="list-style-type: none"> • Laura Wilde who has specialism in maths and data • Chris Burgess who is an SEN specialist and has had a consultant role in the past <p>(LR – returned to the room)</p> <p>The Chair proposed recruitment of co-opted governors to the GB</p> <ul style="list-style-type: none"> • Laura Wilde was UNANIMOUSLY voted as a co-opted governor, • Chris Burgess was UNANIMOUSLY voted as a co-opted governor <p>There is still 1 vacancy which will be considered once succession planning has taken place.</p> <p>Resolved: Co-opted governors were confirmed as part of the governing body.</p>	
GB 15/20	<p>Update on Performance Management Process</p> <p>S.W. advised that herself and A.S. have completed online training in relation to how they should approach the Head Teachers performance management in light of COVID. Information is required by the School Improvement Advisor Elaine Broadbent which needs to be sent to her by the 7th October. The date for the performance management is the 14th October. The School Improvement Advisor will advise governors and write the draft report. A meeting will also be held with the Chair to ensure that everything is correct.</p> <p>Resolved: The Chair thanks A.S. & S.W. for all of their hard work in relation to this.</p>	
GB 16/20	<p>Safeguarding</p> <p>S.W. advised that this item needs to be on the agenda as a standing item to address anything necessary. However, this is included in the Head Teachers report which is sufficient.</p> <p>Resolved: Safeguarding and Health & Safety will be included in the Head teachers report every meeting.</p>	
GB 17/20	<p>Health and Safety</p> <p>Resolved: As above (GB 16/20)</p>	
PART 'C' – Policies		
GB 18/20	<p>Policy Review</p> <p>All policies were circulated to the GB before the meeting this evening.</p> <p>a) Confirm financial aspects of Budget Management Policy to include scheme of delegation / virement to E.H.T.</p> <p>This will need to come back the FBG in October. This information can be gained from the Bursar.</p> <p>b) Confirm & approve Governors' Allowances Policy</p> <p>It has not been possible to trace this policy. This will need to come to the next FGB.</p> <p>c) Review of Child Protection Policy</p> <p>The policy was circulated to the GB, all changes have been highlighted</p> <p>T.C.B. advised that new governors will need to be added into the policy.</p> <p>The policy was UNANIMOUSLY AGREED by Governors for approval</p> <p>d) Review of Confidentiality Policy</p> <p>The policy was UNANIMOUSLY AGREED by Governors for approval</p> <p>e) Review of Appraisals Policy</p> <p>This policy needs to be in place before the Head Teachers performance management. There are also some sections which are not applicable to the school which can be removed. This is the standard NYCC policy, the date will be added to page 1.</p> <p>The policy was UNANIMOUSLY AGREED by Governors for approval</p> <p>f) Review of Budget Management Policy</p> <p>The timetable has been left in as this is currently in place.</p> <p>Point 10 - extended activities were confirmed as ALLSORT and BREAKFAST CLUB.</p>	

	<p>Point 13 – purchasing, it was confirmed to leave the NYCC standard wording</p> <p>Point 14 - purchasing card – there is a bank card at KM but not at SNWT.</p> <p>It needs to be clarified if a cash card and purchasing card are the same or if this is Petty cash - The bursar will be contacted in relation to petty cash to confirm if this is in place.</p> <p>Assess register- this needs to be completed.</p> <p>Amendments will be actioned for this policy and will be added to the agenda for October.</p> <p>Resolved: The Chair thanked S.W. for all of her hard work on the polices.</p>	
PART 'D' – OTHER BUSINESS		
GB 19/20	<p><u>Urgent Other business</u></p> <p>The Chair finished by giving thanks to the Staff, the GB and the Clerk for their continued support and efforts over the past year.</p>	
<p>There being no further business, the Chair thanked all for attending and closed the meeting at 9.20.p.m.</p> <p style="text-align: center;">Date and time of next meeting –</p> <p>The next scheduled meeting of the F.G.B. will be on Monday 12th October 2020 at 7.p.m.</p>		

*Note: The colour coding links to the three Core Functions for governors and evidences questioning and challenge in these areas; **GREEN** for 'setting strategic direction'; **BLUE** for 'holding the head teacher to account for educational performance'; **RED** for 'ensuring financial health, probity and value for money'*

IMPACT resulting from this G.B. Meeting

1. To set in place essential committees and agree their terms of reference.
2. Adding the objective in relation to teachers and children's mental health.
3. Clarity about strategic direction for the year ahead and how the GB will operate.
4. The recruitment of two new co-opted governors

Actions resulting from this meeting

1. Election of Chair and Vice Chair
2. Annual schedule of meetings agreed
3. Schedule for updating policies agreed
4. G.B. Core Functions agreed
5. Membership of Essential Committees and Terms of Reference agreed
6. FGB Annual Self Review completed
7. Co-opted governors were confirmed as part of the governing body.
8. The Child Protection Policy, Confidentiality Policy and Appraisals Policy were unanimously agreed by Governors for approval